

STATEMENT OF WORK

Commonwealth of Pennsylvania
Department of Conservation and Natural Resources
Pennsylvania Bureau of Forestry

TREE-äge® Insecticide for Emerald Ash Borer Suppression on DCNR Lands

I. SCOPE OF WORK:

The Department of Conservation and Natural Resources (DCNR), Bureau of Forestry, requires a vendor to supply TREE-äge® Insecticide for the control of emerald ash borer in DCNR State Parks and DCNR State Forests within the Commonwealth of Pennsylvania.

*Please note that this is a **no substitute** solicitation.

Questions regarding the technical aspects of this bid should be directed to Dr. Houping Liu at 717-425-7553 or via email at hliu@pa.gov, or Andrew Rohrbaugh at 717-705-2823 or anrohrbaug@pa.gov. Questions regarding the bidding or contractual procedure should be directed to Natalia Truitt at 717-783-3332 or ntruitt@pa.gov.

II. CONTRACT REQUIREMENTS:

Contractor must provide the insecticides as outlined below and under the following conditions in performance of the contract:

- A. Contractor will supply TREE-äge®G4. Active Ingredient: Emamectin, Benzoate 4.0% (0.36 lbs./gallon) (4 quarts/case for 160 quarts total). Estimated quantity is forty (40) cases.

Exact quantities are unknown; the products will be ordered on an as-needed basis.

- B. Issuance of Purchase Orders

DCNR will issue Purchase Orders against this contract for the supply of TREE-äge®G4. These orders constitute the contractor's authority to deliver the product described in the Purchase Order. All Purchase Orders received by the contractor up to and including the expiration date of the contract are acceptable and must be performed in accordance with the order and the contract. Each Purchase Order will be deemed to incorporate the terms and conditions set forth in the contract.

- C. Delivery and Material:

- ☐ Delivery must be made within 10 days of receipt of each executed purchase order. Purchase orders will be executed on an "as needed" request.
- ☐ All items must be delivered within the time period specified on the Purchase Order.
- ☐ First deliveries are anticipated to be made within the first few weeks after contract approval.
- ☐ Shipping will be to one (1) Commonwealth DCNR State Forest office (Mira Lloyd Dock Resource Conservation Center) and will be noted on Purchase Order.

- ❑ All items must be delivered F.O.B. Destination. Bid price must include all shipping, transportation, environmental handling, unloading charges, and associated charges for delivery. The Department of Conservation and Natural Resources will contact the contractor with delivery instructions as needed.
- ❑ Transport and delivery must be in accordance with all applicable DOT regulations.
- ❑ No material is to be delivered before 8:00 a.m. and be completed by 4:00 p.m., or as noted on Purchase Order, for DCNR employee to verify delivery amount.
- ❑ Copy of a Safety Data Sheet (SDS) must accompany each shipment.

D. Deliveries will be to the following address:

Mira Lloyd Dock Resource Conservation Center
137 Penn Nursery Road
Spring Mills, PA 16875-9621

*Note: Previously named Penn Nursery (US Route 322 exit Sand Mountain Rd north towards Old Route 322).

Contractor will notify Annetta Ayers, Center Manager, at 814-364-5150 or aayers@pa.gov to give 24-hours advance notice for the expected delivery date and time of arrival to the site.

III. **CONTRACT TERM:**

The contract will commence upon execution and receipt of Contract and terminates December 31, 2026.

Further, the parties may agree to renew this contract up to four (4) additional, annual terms, with a final termination date of December 31, 2030, upon the same terms and conditions set forth in the contract. The Department, based on past contractor performance, may negotiate an increase in the unit price(s) by a rate not to exceed 5%.

The Department will reach out to the Contractor no later than **August 31st** prior to the termination date to begin renewal discussions.

Once the renewal terms are mutually decided, the Contractor must provide written notification of the intent to renew, including the requested price increase if desired, to the Department no later than **September 30th** prior to the termination date. The renewal notice should be mailed, emailed, or faxed to:

DCNR - Bureau of Forestry
Attn: Houping Liu and Andrew Rohrbaugh
P.O. Box 8552
Harrisburg, PA 17105-8552
hliu@pa.gov and anrohrbaug@pa.gov
Fax: 717-783-7960

IV. BID AWARD:

Bidder must complete and return the following:

- A. The electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us,
- B. A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.
- C. A properly executed Worker Protection and Investment Certification Form.

The bid will be awarded based on the lowest total sum.

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the Department. The Contractor will be paid at the unit price bid for actual quantity delivered.

Please note that the Department will only accept out to two (2) decimal points when entering your pricing.

V. CONTRACTOR REFERENCES:

After bid opening and prior to awarding the contract, the Department reserves the right to request three (3) clientele references (names, addresses and telephone numbers) that can verify the sales experience they had within the last three (3) years to obtain the product required in this contract from contractor.

References are an optional tool available to the Department to help determine bidder capabilities. If any of these references are requested and the bidder cannot supply the necessary documentation and proof of compliance, the Department reserves the right to reject the bidder. The decision to both request references or reject bidders based on inadequate reference will be made solely at the discretion of the Department.

VI. PAYMENT TERMS:

Payment will be made on a reimbursement basis following the delivery and final acceptance of approved product.

VII. INVOICES:

Invoice format must be in accordance with the IFB – Invitation for Bid.

All invoices for this contract MUST either be:

- A. Emailed to the following for a Paperless Email Invoice Option:
Email a copy of the correctly executed invoice to: 69180@pa.gov.

For information on the Commonwealth's E-Invoicing Program, visit:
<http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx>.

B. Or mailed to the following address:

Commonwealth of PA – PO Invoice
PO Box 69180
Harrisburg PA 17106

All invoices MUST have the purchase order number as well as your SAP Vendor Number on the invoice. The name and address listed on the purchase order must also be listed on each invoice. Failure to provide this information may result in a delay of payment.

Please Note: Contractors are reminded to **NOT** include employer identification numbers, Social Security Numbers, bank account information, or other personally identifiable information on their invoices. That information is uniquely tied to your SAP Vendor Number and, for security purposes, should not be explicitly stated on an invoice.

VIII. RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Emailed, faxed and mailed bids **will not** be accepted.

No responsibility will be attached to any employee of the Department for the premature opening of, or the failure to open, a bid not properly addressed and identified, or for any reason whatsoever.

IX. BID RESULTS:

Bidder can obtain bid results by accessing www.emarketplace.state.pa.us/bidtabs.aspx. The bid results will be posted as soon as practicable. The results are the apparent bidders, and all bids are under review until final award of the contract.